

# ACTION ITEM

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Information Systems Advisory Committee Meeting, September 11, 2018  
Board of Governors Meeting, September 26, 2018

<b>CONTRACT ID:</b>	<b>Field Support Satellite Antenna System</b> CONTRACT NUMBER: 18-18-0034-00 Burton Enterprises, LLC dba Mobil Satellite Technologies
<b>BUDGETED ITEM</b>	Yes, funding for the field support vehicle mount satellite antenna system has been included in the 2018 Annual Operating Budget.
<b>CONTRACT AMOUNT</b>	\$103,710.00
<b>PURPOSE / SCOPE</b>	Citizens is seeking Board approval to procure a satellite antenna system to be mounted on Citizens' field support vehicle. The field support satellite will enhance Citizens' Catastrophe Response Center field deployment capability by providing additional communications bandwidth in support of Citizens' policyholders following a catastrophic event. Citizens is currently reliant on a contracted Vendor to provide as-needed high bandwidth satellite communication services on an annual retainer basis. The purchase of the field support satellite antenna system will remove the external dependency and eliminate vendor non-performance risks.
<b>CONTRACT TERM(S)</b>	As this is a one-time purchase for a commodity item, and, as such, there is no contract term. No additional contracts for support or bandwidth were included as part of this the ITB, as these services are covered under an existing contract which is in place to support Citizens' other mobile satellite antenna systems.
<b>PROCUREMENT METHOD</b>	In accordance with Citizens Purchasing Policy, on July 23, 2018 Citizens issued Invitation to Bid (ITB) No. 18-0034. Two (2) responses were received on August 20, 2018 that met Citizens' mandatory requirements and both Vendors were determined to be responsible and responsive to the ITB. Burton Enterprises, LLC dba Mobil Satellite Technologies was selected as the lowest priced bidder meeting all ITB requirements.
<b>RECOMMENDATION</b>	Staff recommends the Citizens' Information Systems Advisory Committee approve and recommend the Citizens' Board of Governors:  a) approve the recommended award and resulting contract for ITB No. 18-0034, Field Support Satellite antenna system to Burton Enterprises, LLC dba Mobil Satellite Technologies as set forth in this Action Item; and,  b) authorize staff to take any appropriate or necessary action consistent with this Action Item.
<b>CONTACTS</b>	Kelly Booten, Chief, Systems & Operations Aditya Gavvala, VP, IT Services & Delivery Stephen Guth, VP, Vendor Management